

5 Add Program Code

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Supplier ID	Supplier Name	Invoice ID	Jrnl ID
SFCMP - San Francisco State University	2023	4	10/30/2023	00556753	VCH - AP Voucher Accounting	STAPLS0212218326000003	104.42	660003 - Supplies And Service	NG001 - General Support & Student Fees	3011 - Instructional Admin-AA	0000017499	USBANKCORP-001	PC10230042	APV2231851
Grand Total							104.42							

Account	Fund	Dept ID	Program	Class	Project ID	Description	Stat	Stat Amount	Jrnl Line Ref	Amount	Type of Adjustment
Required (6 digits)	Required (5 digits)	Required (4 digits)	Optional (4 digits)	Optional (5 digits)	Required - Grants & Contract Fund (8-9 digits)	Maximum 30 characters	Optional	Optional	Reference for Original Transaction, e.g. Voucher, Journal ID, Document ID.	Required - Debit amount = Positive Credit amount = Negative	Posting Error, Transfer of Fund, Payment Adjustment, etc.
660003	NG001	3011				ADD PROGRAM CODE 2030			00556753	(13.52)	Missing Pgm Code
660003	NG001	3011				ADD PROGRAM CODE 2030			00556753	(24.86)	Missing Pgm Code
660003	NG001	3011	2030			STAPLS0212218326000003			00556753	13.52	Missing Pgm Code
660003	NG001	3011	2030			STAPLS0212218326000003			00556753	24.86	Missing Pgm Code

Comments:

- 1 Must copy all chartfield values from the FDW report for the credit
- 2 "Doc Ln Descr" from the FDW report should be used to fill "Description" on the JE template, for line that will have the program code
- 3 Attach conversation with Hospitality if being asked to submit JE Adjustment to add program code
- 4 pdf version of template must be signed by someone who has Delegation of Authority (DoA) on file in OnBase
- 5 must send to journalrequest@sfsu.edu, pdf (signed template, FDW report, invoice/receipt, email, ect.) and excel version of template